



Train the Trainer

Train the Trainer -
Online Training Package -
CPDUK Accredited



Corporate Member

The CPD Certification Service



OVERVIEW

Welcome to The Mandatory Training Group's online Train the Trainer training package. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

Whether you are preparing to be a professional trainer, or you are someone who does a bit of training as a part of their job, you'll want to be prepared for the training that you do. Learners will begin the process of becoming trainers themselves and understand that training is a process where skills, knowledge, and attitudes are applied.

Our online Train the Trainer training package will provide learners with the skills to help them deliver engaging and compelling workshops. Skills such as facilitating needs analyses, and managing tough topics will give your trainees what they require to become a trainer themselves.

Train the Trainer – E-Learning Package — CPDUK Accredited

- ◆ Study method – Online, self-paced
- ◆ Estimated duration (Indicative CPD hours) – 15 hours
- ◆ Course format – Online (24/7 access)
- ◆ Entry requirements – no prerequisites required
- ◆ Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- ◆ Certification/Qualification – Downloadable CPD certificate
- ◆ Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- ◆ Course accreditation – CPD Certification Service (CPDUK)
- ◆ Course access – Part-time (1-year access)
- ◆ Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This online Train the Trainer training package is suitable for those who want to know more about how to become an effective trainer.

Course aims

This online Train the Trainer training package will give all types of trainers tools to help learners create and deliver engaging, compelling workshops that will encourage trainees to come back for more. This online Train the Trainer training course covers facilitating, needs analyses, understanding learner's needs, and managing tough topics will give your trainees what the need to become a trainer themselves.

Learning outcomes

The learning outcomes of this online Train the Trainer training package are to:

- ◆ Define training, facilitating, and presenting
- ◆ Understand how to identify learners'/participants' training needs
- ◆ Create a lesson plan that incorporates the range of learning preferences
- ◆ Create an active, engaging learning environment
- ◆ Develop visual aids and supporting materials
- ◆ Manage difficult learners/participants and tough topics.

What is covered in this course?

This online Train the Trainer training package includes the following courses:

◇ Train the Trainer e-learning course, which includes the following modules:

Module 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module 2: Understanding Training and Facilitation

- What is Training?
- What is Facilitation?
- Identifying Appropriate Situations for Each

Module 3: Gathering Materials

- Identifying Participants' Needs
- Reviewing the Materials
- Identifying and Resolving Gaps

Module 4: Creating a Lesson Plan

- Planning for the Basics
- Adding Slack Time
- Creating a Plan B
- A Take-Home Template

Module 5: Choosing Activities

- Types of Activities
- Creating a Tickle Trunk
- What To Do When Games Go Wrong

Module 6: Preparing for the Workshop

- Creating a Materials List
- Gathering Participant Information
- Setting up the Physical Location

Module 7: Getting off on the Right Foot

- Greeting Participants
- Being Prepared
- Using Icebreakers

Module 8: Delivery Tips and Tricks Using Visual Aids

- Creating Supporting Materials
- Gauging When It's Time For A Break

Module 9: Keeping it Interactive

- Encouraging Discussion
- Using Group Work
- The Power of Post-It Notes

Module 10: Dealing with Difficult Participants

- The Ground Rules
- Challenges and Solutions
- Handling Interruptions

◇ Facilitating Learning in Groups training course, which includes the following chapters:

Chapter 1 - Introduction

- Benefits of group learning
- Factors that contribute to good group learning practice
- Challenges of group learning
- Small group learning
- Large group learning
- Team-based learning

Chapter 2 - What is facilitation?

- Facilitating learning and change in groups
- What is group facilitation?
- Roger Schwarz on group facilitation
- What is the facilitator's role?
- Other models of group facilitation

Chapter 3 - Core conditions and the facilitator

- Carl Rogers on the core conditions for facilitating learning
- Empathic understanding
- The facilitator's role
- Thinking group
- Attending to purpose
- Attending to ourselves

Module 11: Tackling Tough Topics

- Tough Stuff to Watch Out For
- Adjusting Your Material for a Sensitive Issue
- Dealing with Sensitive Issues

Module 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Chapter 4 - Core Values

- Values informing facilitation and facilitating
- Facilitating group sessions – having a plan
- Additional thoughts regarding the plan

Chapter 5 - Facilitating group sessions

- Beginnings – encouraging exploration
- Middles – engaging with the subject and developing an understanding
- Endings – enabling people to move on
- Facilitating groups – responding to the moment

Chapter 6 - Dealing with problematic behaviour

- Conclusion

Summary.

◇ **Training Needs Analysis training course, which includes the following chapters:**

Unit 1 - Introduction

- When should you carry out a training needs analysis?
- What is a training needs analysis?
- Case study
- Types of TNAs
- Key definitions
- Key abbreviations

Unit 2 - The importance of training needs analysis

- Why is training needs analysis important?
- TNA objectives
- The TNA as a business tool
- Identify knowledge gaps before they become a problem
- Identify skills gaps
- Helps to build a business case for training
- Helps you to plan your training for the year
- Highlights training you may not have Considered
- Ensures your training focuses on the right areas
- Helps to decide who should attend which training sessions
- Helps you to prioritise training needs
- Improve productivity, effectiveness, engagement and morale

Unit 3 - Scoping your TNA

- Organisation/team
- Task and job
- Training needs for individuals
- The training needs assessment process

Unit 4 - Identify knowledge, behaviour or skill needs

- Main areas for training needs analysis

Unit 5 - Analyse skills and performance gaps

- Analysing skills on an organisational level
- Analysing skills on a task or job level
- Research
- Filling the skills gaps
- Analysing skills on an individual or team level
- Planning and implementation

Unit 6 - Identifying specific training needs

- Prioritise and set deadlines
- Eleven top tips to improve your TNA
- Final word

Summary .

◇ **Presentation Skills online training course, which includes the following modules:**

Module 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module 2: Creating the Program

- Performing a Needs Analysis
- Writing the Basic Outline
- Researching, Writing, and Editing

Module 3: Choosing Your Delivery Methods

- Basic Methods
- Advanced Methods
- Basic Criteria to Consider

Module 4: Verbal Communication Skills

- Listening and Hearing: They Aren't the Same Thing
- Asking Questions
- Communicating with Power

Module 5: Non-Verbal Communication Skills

- Body Language
- It's Not What You Say; It's How You Say It

Module 6: Overcoming Nervousness

- Preparing Mentally
- Physical Relaxation Techniques

Module 7: Creating Fantastic Flip Charts

- Required Tools
- The Advantages of Pre-Writing
- Using Colors Appropriately
- Creating a Plan B

Module 8: Creating Compelling PowerPoint Presentations

- Required Tools
- Tips and Tricks
- Creating a Plan B

Module 9: Wow Them with the Whiteboard

- Traditional and Electronic Whiteboards
- Required Tools
- Using Colors Appropriately
- Creating a Plan B

Module 10: Vibrant Videos and Amazing Audio

- Required Tools
- Tips and Tricks
- Creating a Plan B

Module 11: Pumping it Up a Notch

- Make Them Laugh a Little
- Encouraging Discussion
- Dealing with Questions

Module 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

◇ Public Speaking online training course, which includes the following modules:

Module 1: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

Module 2: Identifying Your Audience

- Performing a Needs Analysis
- Creating an Audience Profile
- Identifying Key Questions and Concerns

Module 3: Creating a Basic Outline

- Outlining the Situation
- Identifying the Task That Had to Be Performed
- Listing the Actions You Took
- Revealing the Results

Module 4: Organising the Program

- Making Organisation Easy
- Organisational Methods
- Classifying and Categorizing

Module 5: Fleshing It Out

- Identifying Appropriate Sources
- Establishing Credibility
- The Importance of Citations

Module 6: Putting It All Together

- Writing Your Presentation
- Adding a Plan B
- Reviewing, Editing, and Rewriting

Module 7: Being Prepared

- Checking Out the Venue
- Gathering Materials
- A 24 Hour Checklist

Module 8: Overcoming Nervousness

- A Visit from the Boss
- Preparing Mentally
- Physical Relaxation Techniques
- Appearing Confident in Front of the Crowd (Even If You Don't Feel That Way)

Module 9: Delivering Your Speech (I)

- Starting Off on the Right Foot
- Using Visual Aids
- Checking the Volume of Your Voice

Module 10: Delivering Your Speech (II)

- Adjusting on the Fly
- Gauging Whether Breaks Are Required
- Wrapping Up and Winding Down

Module 11: Questions and Answers

- Ground Rules
- Answering Questions That Sound Like an Attack
- Dealing with Complex Questions

Module 12: Wrapping Up

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Why is this online Train the Trainer training package essential?

Training is a process of acquiring knowledge, skills, and attitude that are needed to fill the gap between what people want to do, and what they can do now. To teach a trainer how to train well, a learning by doing approach is best.

It is essential to realise that any trainer needs two separate sets of skills and knowledge. First, they need to know the topic they are teaching (subject matter expertise). But this is a sacrifice because most of the instructors have little or no training in instructional expertise or trainer training. Our online Train the Trainer training package will give all types of trainers tools to help learners create and deliver engaging, compelling workshops that will encourage trainees to come back for more.

[Click Here to Buy this Course](#)



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★ ← →
Learn. Develop. Comply

HOW IT WORKS

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

[Click Here to Buy this Course](#)

ACCREDITATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuing Professional Development (CPD) guidelines.



A banner with a white background and a dark blue border. On the left is the logo for 'Mandatory Training Group' featuring the letters 'CPD' in a stylized font with a checkmark and a person icon. In the center, the text reads 'Corporate Member' in a large blue font, followed by 'The CPD Certification Service' in a smaller blue font, and 'CPD UK Corporate Membership Number - 11177' at the bottom. On the right is the 'CPD CERTIFIED' logo, with 'CPD' in a large purple font, 'CERTIFIED' in a smaller purple font, and 'The CPD Certification Service' and 'Collective Mark' in a very small font below it.

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Mandatory Training Group 

WHY CHOOSE OUR ACCREDITED E-LEARNING COURSES?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.



Civility in the Workplace Training Course for Global Executives

"YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world."

Nicolle Billmyre, YPO, Texas, USA



City and Hackney

Clinical Commissioning Group

Counter Fraud, Bribery and Corruption Training for NHS Providers

"NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements".

Harriet Griffiths, NHS City and Hackney CCG, London, UK



Accredited Training Courses, Programmes and Regulated Qualifications

"Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws".

Mansh Bhatti, Reed Courses, London, UK

“When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements”.

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



Healthcare choice for **everyone** **Statutory and Mandatory Training for Healthcare Providers**

“All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent”.

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK

Online Training and Development for the Public Sector



“We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial.”

David Sanchez, Eden Brown Synergy, London, UK



Blended Train the Trainer Courses for Healthcare Providers

“We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments”.

Kate McLoughlin, Nuffield Health, Bournemouth, UK

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LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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